



DD/A 78-0868/2

14 MAR 1978

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: John F. Blake  
Deputy Director for Administration

SUBJECT: Use of Prefix "Ms."

Frank:

1. You asked, "When are we going to start using Ms. like every other government agency?" There has been no initiative taken towards establishing the prefix "Ms." as Agency policy. This is based in part on the Comptroller General Decision of August 28, 1975 which states "...a woman employee may elect to use the prefix Ms. instead of the traditional forms of Miss or Mrs." In those instances where we are aware of the preference for "Ms." it is used. Where no preference is expressed we use Miss or Mrs. as appropriate.

2. A few years ago, the Honor and Merit Award Board used "Ms." in the preparation of their correspondence. There was a strong negative reaction among those who preferred Miss or Mrs. and the practice was dropped. I am sure the pronouncement of an Agency policy establishing "Ms." as the prefix for women employees would draw equally strong opposition.

3. The Office of Personnel has checked with several other government agencies and finds that they comply with the Comptroller General Decision cited above, i.e., the use of "Ms." is voluntary. There is no policy which directs its use.

4. Attached for your signature, if you choose, is a Headquarters Notice establishing an Agency policy on the use of the prefix "Ms."

A solid black rectangular box used to redact the signature of John F. Blake.

STATINTL

John F. Blake

Attachment (2)  
Proposed HN  
FPM Supplement 296-31

ADMINISTRATIVE - INTERNAL USE ONLY

This Notice Expires 1 April 1979

STATINTL

RECORDS AND CORRESPONDENCE

IN 

### Use of Prefix "Ms."

Effective immediately, it will be the policy of this Agency to use the prefix "Ms." in the preparation of correspondence including letters and memoranda making reference to women employees.

Frank C. Carlucci  
Deputy Director of Central Intelligence

DISTRIBUTION: All Employees

## Table 3. Instructions for Filling In Standard Form 50

(All information listed in this table must be given on Standard Form 50, unless it is indicated below that the information is not required. No additions or changes in the prescribed information may be made without the prior approval of the Civil Service Commission.)

Type of information	Item No.	Specific instructions
Name -----	1	<p>a. Complete on all actions. Write the name the same way on all notifications of personnel action about the same person. Enter in capital letters, giving the last name first, followed by the first and middle names or by one given name and one initial.<sup>1</sup> After the name, enter "Mr.," "Miss," "Mrs.," or →"Ms."← whichever is applicable.</p> <p>b. In reporting a change of name, show present name under this item; show former name under item 12.</p>
(For agency use) -----	2	Use optional with agency.
Birth date -----	3	Complete on all actions. Enter the month, day and year in six numerals, for example, "01-08-12."
Social security number -----	4	<p>a. Enter the social security number or Railroad Retirement Account number on all actions for:</p> <ol style="list-style-type: none"> <li>(1) United States citizens.</li> <li>(2) Foreign nationals serving in the 50 States, the District of Columbia, and in the areas listed in note below. For foreign nationals, precede the social security number with an "N" meaning non-U.S. citizen.</li> <li>(3) For foreign nationals serving outside the areas covered above, enter:                     <ul style="list-style-type: none"> <li>—"FNO," meaning a foreign national outside the specified areas. (If such an employee has a social security number, it may be entered under "FNO.")</li> </ul> </li> <li>(4) If the social security number cannot be obtained before the SF 50 is prepared, enter a zero, or zeros, e.g., "0," "000000000," in item 4; if the number is <i>not being obtained</i> explain why under Remarks.</li> <li>(5) For corrections of social security numbers see table 4, subtable 12.</li> </ol>

→<sup>1</sup> The employee's maiden name may be used as the last name, if the employee so requests, is known in the community by that name, and there is no compelling reason to deny its use.

\* Comptroller General Decision A-84336, dated August 28, 1975, states that a woman, notwithstanding her marriage, has the right to use her maiden name on Government records provided that she uses the same name continuously on all such records. Similarly, a woman employee may elect to use the prefix Ms. instead of the traditional forms of Miss or Mrs. ←

☐ UNCLASSIFIED

☐ INTERNAL

☐ CONFIDENTIAL

☒ SECRET

Approved For Release 2001/07/16 : CIA-RDP81-00142R000300020014-5

STATINTL

# ROUTING AND RECORD SHEET

SUBJECT: (Optional) CIM RECOMMENDATION: [REDACTED]		DD/A REGISTRY 78-0368	
FROM: Recorder, HMAB 5 E 56, Hq.	EXTENSION 4078	NO. DATE 2 MAR 1978	
TO: (Officer designation, room number, and building)	DATE RECEIVED FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1 Chairman, HMAB 5 E 58, Hq.	2 MAR 1978	J	STATINTL
2 EO/DDA 7 D 18, Hq.	3/2		[REDACTED] retired under the Civil Service Retirement System in October 1977. If approved the award will be presented as soon as possible.
3 Associate Deputy Director for Administration 7 D 18, Hq.			
4 Deputy Director for Administration 7 D 18			
5 Deputy Director of Central Intelligence 7 E 12, Hq.	3 MAR 1978		STATINTL I recommend your approval on the attached honor and merit award for [REDACTED] - CIM
6 EO/DDA	3/6		
7 Recorder, HMAB 5 E 56, Hq.			
8			John E. Blakey Deputy Director for Administration
9			
10			
11			
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13			
14			
15			

Jack:  
When are we going to start using M.C. left every other government agency?  
JL

Approved For Release 2001/07/16 : CIA-RDP81-00142R000300020014-5

# ROUTING AND RECORD SHEET

DD/A Registry  
File 04M-1

SUBJECT: (Optional)

Use of Prefix "Ms."

FROM: John F. Blake  
Deputy Director for Administration

EXTENSION NO.  
DD/A 78-0868/2  
DATE

TO: (Officer designation, room number, and building)

DATE  
RECEIVED      FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director of Central Intelligence

14 MAR 1978

2. EO/DDA

3/15

3. ADDA

16 MAR 1978

4. DDA

21 MAR 1978

Mr. Carlucci did not sign the memo, but will forward it to individual (name) to see me. 4/3 = 1-7